

CITY of AZTEC JOB DESCRIPTION

Job Title:	Water/Wastewater Operator (Entry Level)
Department:	Public Works
Shift:	Regular, 40 hours per week. On-call required. Must be able to respond to call out within 20 minutes.
Pay Plan:	GR12@\$12.10/HR
Exempt:	No
Reports To:	Chief Operator in Charge
General Direction From:	Chief Operator in Charge
Position Closes:	OPEN UNTIL FILLED

PURPOSE & NATURE OF JOB

The City of Aztec's mission is to enhance the quality of life of its citizens, to promote economic opportunity, and to carry out the responsibility to protect and improve the assets of the City. This position aids in achieving this mission by assisting in operating and maintaining the water treatment plant, wastewater treatment plant, water distribution, sewer collection, and irrigation system.

Individuals in this position receive on-the-job training and experience in the operation of water and wastewater treatment and distribution/collection systems. Individuals in this position are expected to advance to Water Treatment Operator after gaining experience and demonstrating proficiency in the operation of the water treatment and distribution facilities by successfully completion of training and obtaining level 1 operator certification for water and wastewater treatment systems.

ESSENTIAL DUTIES

- This position operates under the direct supervision of other operators as defined by the New Mexico Utility Operator Certification Regulations. Typical duties include:
- Learns and receives training in advanced operational and technological developments in the water industry, as well as other training, including safety and environmental compliance.
- Maintains the plant(s), operating equipment and facilities in a clean and orderly condition.
- Performs routine housekeeping chores inside and outside the plant and conducts regular site safety inspections.
- Performing routine maintenance and cleaning on machinery, structures, equipment, and piping.
- Observe, read, interpret meters and gauges and take appropriate action in response to

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

variations in operating conditions

- Comply with safety procedures. Participate in safety training including equipment, chemical handling, PPE, etc. Call attention to and report potential and actual hazard conditions as they arise. Handle emergencies using safety equipment and procedures to protect public health and facilities.
- Operate pumps, engines, generators and valves to control processes to move water through the treatment process. Operate plants and systems according to Standard Operating Procedures under direct supervision.
- Control chlorination and chemical feed systems.
- Collect daily wastewater and/or water samples, perform laboratory tests and maintain accurate laboratory records.
- Maintain accurate logs and records data required for regulatory and operational reporting on the physical changes made to the plant. Data recorded includes alarms, adjustments made, troubleshooting, equipment rotations, and instrument readings.
- Input readings from process control tests/chemical usage into database programs.
- Report emergency and major malfunctions to Lead Operator. Handle emergencies using safety equipment and procedures to protect public health and facilities.
- Perform routine corrective and preventative maintenance functions and minor repairs as necessary to keep equipment running and the treatment processes functioning within operating parameters.

RESPONSIBILITIES	
Supervision:	None
Public Contact:	Some recurring routine contacts with public or workers in other units requiring exchange of factual information or explanation of the task being performed.
Budget:	n/a
Other:	<ul style="list-style-type: none">• Must be able to work shifts, including the weekend shift. Since this position works with treatment, distribution, and collection, errors in work could affect one or more work group(s). Supervisors must remedy errors related to accuracy and generally assume full accountability. Impact of actions may vary in severity, but could be of high impact to the City's ability to produce or treat water.• Clear, detailed and specific instructions are given for both one-of-a-kind and repetitious tasks; work is closely controlled through the structured nature of the work, by circumstances in which it is performed, or through review of the supervisor.• Little or no judgment or decision making is required outside the confines of the routine work. Decisions limited to routine steps in performing well defined tasks or in determining the speed at which to perform.• The work consists of duties involving more than one sequence of steps. Variations in the work stem from differences in the factual information presented by operations.

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GENERAL INFORMATION

The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen and lift test.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education:	High School diploma or GED equivalent AND
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Experience:	One Year of experience in construction, manual labor, or similar field.
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Knowledge:	Requires working level knowledge, skills, and abilities related to a broad range of technical functions or apprentice level knowledge of a single function area or work specialization.
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Certificates/Licenses:	Must be able to obtain Level 1 Water/Wastewater Operator Certificates within 18 months of hire.
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Recertification:	Recertification is required after original certification following the schedule required by NMED.
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Use of Tools and/or Equipment:	Commonly used equipment includes: belt press, lawnmower, forklift, skid steer, brush hog, chemical feed pumps, hand tools, electric and gasoline powered hand tools, compressors, and other small equipment.
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WORK ENVIRONMENT

Physical Demands:	<ul style="list-style-type: none">• Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (up to 100 lbs), pushing, pulling with excessive crouching, stooping or lying in prone positions in small areas. Could involve intense strain on sight and hearing. High manual dexterity will be required.• While performing the essential functions of this job, the employee is regularly required to talk, hear, smell, feel, reach, grab and touch.• The ability to swim is needed.• Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.• May be required to work in inclement weather conditions ranging from cold winter days below freezing to hot summer
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	<p>days with temperatures above 100 degrees Fahrenheit.</p> <ul style="list-style-type: none"> • Regular and frequent travel in a City vehicle within the City will be required. • Daily exposure to hazardous work conditions. Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. • Recurring conditions which involve chance of injury.
Hazards:	<ul style="list-style-type: none"> • The employee is occasionally exposed to fumes, toxins, or caustic chemicals. This position could be exposed to chemicals such as paint, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, sulfur dioxide gas, calcium and sodium hypochlorite powder (corrosive and very destructive of mucous tissues; may cause chemical pneumonia and lung oedema), gasoline, and various degreasers. • Exposure to UV radiation possible. • Potential exposure to bacteria, including but not limited to e. Coli, shigellosis, typhoid fever, salmonella, Mycobacterium tuberculosis, leptospira, and cholera. Potential exposure to Aspergillus and other unknown disease causing fungi. Possible exposure to parasitic organisms that may cause disease, such as cryptosporidium, giardia lamblia, entamoeba histolytica, hookworm, tapeworm, whipworm, and ascariasis. Possible exposure to viruses, including but not limited to: enteroviruses, adenoviruses, rotaviruses, parvoviruses, reoviruses, astrovirus, calcivirus, and hepatitis. • Employee may be exposed to chemicals or organisms by direct contact with raw wastewater and sludges, or by inhalation of gases, particles, aerosols, vapors, or droplets.
Exposures:	<ul style="list-style-type: none"> • The work site is inside and outside; with exposure to extreme cold below 32 degrees in winter with temperature changes, extreme heat to 100 degrees in summer with temperature changes; extreme wet or humid with temperature changes. • Sufficient noise levels with interrupted conversation. • Body strain from repeated motion or shock. • Exposure to fumes and odors from gases, paint, asphalt and dusts.